**Forms Automation**



**New Adult Process**

**V1**

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# Main changes

The applicant will be automatically registered on ScoutLink.

The Group Leader will have to go to **ScoutLink** to endorse the Applicant.

The Region Commissioner will have to go to **ScoutLink** to approve the endorsement.

The Region Office Manager will have to go to ScoutLink to validate the applicant’s Working With Children Check (WWCC).

The State Office will have to go to ScoutLink to confirm that the applicant’s Police Check has been completed.

Periodic emails will be sent to remind that there are applicants awaiting endorsement, awaiting approval, awaiting WWCC, and awaiting Police Check.

# Process overview

The new process will register applicants on ScoutLink automatically without human intervention, saving Group Leaders and Region Office Managers time. It will also create better filters so the Region Office Manager and the State Office can easily see the applicants that are waiting for the WWCC and for the Police Check.

The invoice process will remain the same. Every quarter an invoice will be generated for each member. Provisional (trial) members will not enter the invoice process.

If the Region Office Manager receives an email that was supposed to go to the Group Leader or to the Region Commissioner, it means that there is no Group Leader or Region Commissioner for the Group.

# Applicant submits the form

A prospective applicant who wishes to join Scouts **OR** a current adult member wishing to change their appointment on Scouts, in a Group of their choice, will use the relevant online form (YA1, A1 or A2) to apply.

## Group Leader

* + - The Group Leader will receive an email to inform them that an applicant has submitted a form.
		- The applicant will be automatically registered on ScoutLink as “Awaiting Endorsement”.
		- Before endorsing the applicant, the Group Leader will have to complete the following procedures:
			* YA1 form: introductory interview.
			* A1 form: introductory interview and reference check.
			* A2 form: **May or may not** do a reference check.
		- The Group Leader needs to go to **ScoutLink** to **endorse** or **reject** the application.
			* Once the application has been endorsed, emails will be sent to the Region Commissioner and to the Region Office Manager.
			* The applicant’s status will be automatically changed from “Awaiting Endorsement” to “Awaiting Approval” on ScoutLink.
			* If rejected, the applicant will be resigned on ScoutLink.
			* The applicant will have to submit a new form to restart the process.

## Region Commissioner (RC)

* + - The RC will receive an email from ScoutLink to inform them that an applicant was endorsed.
		- The RC needs to go to **ScoutLink** to **approve** or **reject** the applicant endorsement.
			* Once approved, an email will be sent to the Region Office Manager.
			* The applicant’s status will be automatically changed from “Awaiting Approval” to “Awaiting WWCC/Police Check” on ScoutLink.
			* If rejected, the applicant will be resigned on ScoutLink.
			* The applicant will have to submit a new form to restart the process.

## Region Office Manager (ROM)

* + - The ROM will receive an email to inform them that an applicant has submitted a form.
		- The ROM will receive an email from ScoutLink to inform them that an applicant’s endorsement was approved and the ROM needs to go into ScoutLink to validate the applicant’s Working With Children Check (WWCC).
		- Periodic reminder emails will be sent to the ROM when there are applicants waiting for their WWCC to be validated.
		- The ROM needs to validate the applicant’s WWCC before their application can proceed.
			* Once the WWCC is approved, an email will be sent to the State Office.
			* The applicant’s status will be automatically changed from “Awaiting WWCC/Police Check” to “Police Check pending” on ScoutLink.
			* If rejected, the ROM must contact the Child Protection team.
			* The ROM must manually set the applicant’s WWCC to “WWCC Barred”.
			* The Child Protection team will decide whether the applicant can continue the process.
				+ If the Applicant can’t continue, the ROM must manually reject the applicant on **ScoutLink**.
				+ If the applicant can continue, the ROM must manually set the applicant’s WWCC to “WWCC Confirmation”.

## State Office

* + - The State Office will receive an email from ScoutLink to inform them that the applicant is waiting for the Police Check.
		- Periodic reminder emails will be sent to the State Office when there are applicants waiting for their Police Check.
		- The State Office needs to do the Police Check.
* Once approved, the applicant will become a full member.
	+ The new member will enter the invoice’s membership process.
	+ An invoice will be generated every quarter.
	+ The applicant’s status will be automatically changed to “Current” on ScoutLink.

		- * If rejected, the State Office must contact the Child Protection team.
			* The Child Protection team will decide if the applicant can continue the process.
			* If the applicant can’t continue, the State Office must **reject** the applicant **on** **ScoutLink**.
			* An email will be sent to the ROM and the Region Commissioner to inform them that the applicant was resigned.